State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

SPED 03-18

M e m o r a n d u m

Date: February 17, 2003

To: Directors of Special Education
Charter School Administrators
Secure Care Facility Administrators

From: Peggy Staples
ESS Data Management Specialist

RE: **2002-2003 Annual Special Education Data Collection**

All Public Education Agencies (PEAs) will be expected to file their Annual Special Education Data Collection electronically, utilizing the Common Logon to access the online application. This Common Logon requires a user ID and password and is the same as used for all other electronic data submissions to the Arizona Department of Education. You can access the ADE Common Logon at the following link: https://www.ade.az.gov/commonlogon/Login. The Annual Special Education Data Collection online application will be available after April 1, 2003.

The Annual Special Education Data Collection consists of the following components: **personnel**, **exit**, **discipline**, **IEP goals**, and **performance indicators**. *Child Identification and Private/Home School data is no longer required to be reported.*

There have been several cosmetic and procedural changes to the online application. Some of these changes are the result of a Data Collection Focus Group that met to review this data collection and sought to make the process of reporting this data more user friendly and less burdensome. Briefly, the changes are as follows:

- Additional Resources page that will outline all of the resources available to you in completing this data collection. Before proceeding to the Main Menu, you will be required to check "Continue" to ensure that you have read and understood this page.
- Instructions posted on the main menu will have changes outlined in **bold**. Please read!
- School drop down list now in alphabetical order.
- **Personnel** data will not be reported by school, but rather it will be reported at the agency (district) level. **Exit** and **Discipline** data will continue to be reported by school.
- Prevention of data entry for students less than 16 years old in Graduating with a High School Diploma in **Exit** table.
- An N/A button will be available for both the **Exit** and **Discipline** tables if there is no data to report in these tables.
- **Performance Indicators** - ADE will provide the percentages for some of the indicators while the LEA will be responsible to report raw data for the rest. The application will specify exactly what indicators you will be required to report.
- The Print Report section will provide an option to print a year-to-year change report.

- Prior to the signature form page, a new page will be available to report any deviations from definitions and/or data quality problems.
- An automatic email will be generated to alert each individual LEA that signature form has been received by ADE/ESS.

If you belong to a cooperative, please do not ask your Cooperative Coordinator to submit your data. It is each PEA's responsibility to submit individual data. District sponsored charter schools are no longer required to submit their data individually. The sponsoring district must collect this data and report as one of their schools. If there are no students that qualify for inclusion on this application, you will still need to alert ADE/ESS Data Management in writing.

Training on the use of this application will be offered in collaboration with the Regional Training Centers (RTCs). Attendance at these trainings is strongly encouraged. See enclosed flyer for specific dates, times and locations. For more information, please contact your RTC or visit http://www.ade.az.gov/rtc/.

The Office of Special Education Programs (OSEP) requires this data in order for the state to receive Part B IDEA funding. Therefore, *failure to promptly submit your data may cause an interruption of your federal funds.*

All online submissions are due on **July 31, 2003**. A downloadable form will be available *upon completion of all data sections*, to provide your mandatory signature attesting to the accuracy and validity of the data submitted. Please return this form to the Data Management Specialist at the address below or fax to (602) 364-1999.

Your cooperation is appreciated.

cc: County Superintendents
    Regional Training Centers